

## One Drive for Business

OneDrive is the preferred cloud storage services of Nelson Mandela University. It offers 1TB storage space. However for many of us Microsoft products remain terra incognita, and we are often not sure how to use OneDrive on Mac.



OneDrive tips for Mac users:

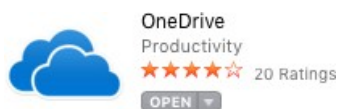
### *Setup One Drive*

Download and install OneDrive App for Mac for the App Store or from

<https://onedrive.live.com/about/en-za/download/>

It will be pre-installed with the newest version of MS Office 2019/365

Download and install Office 365Pro from the Portal Page: <http://portal.office.com>



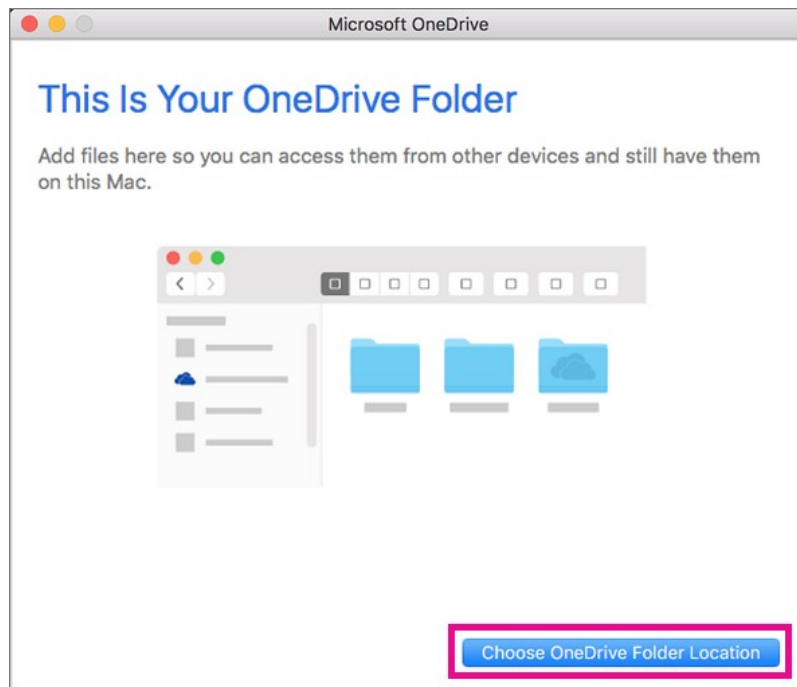
Login with your Organisational network credentials



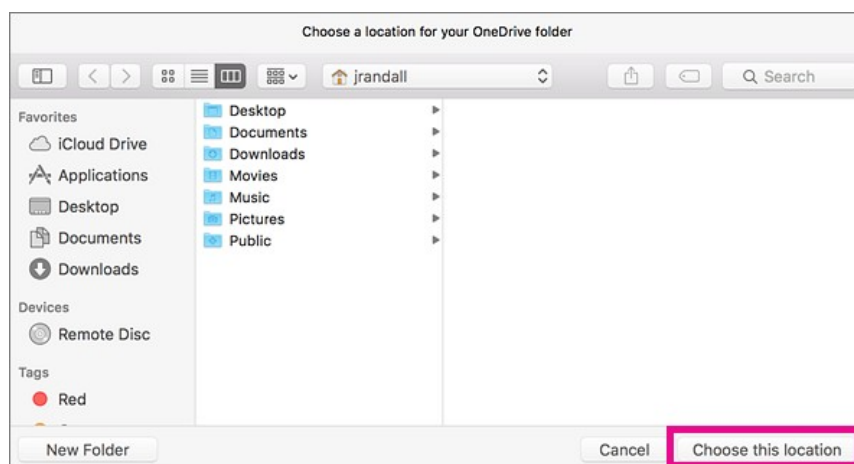
Create OneDrive folder on your hard disk when prompted.

There are a few points of OneDrive Setup that are helpful to watch for:

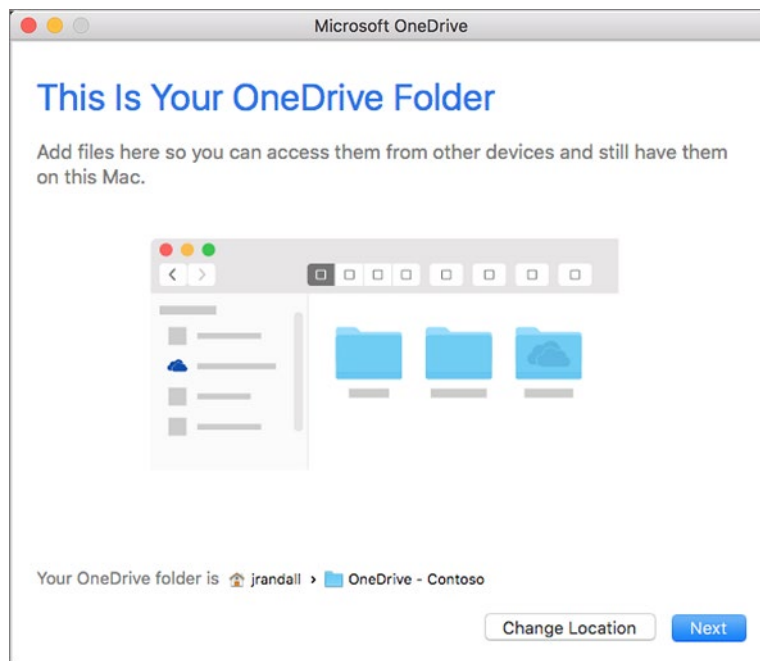
- On the This is your OneDrive folder screen, click Choose OneDrive Folder Location.



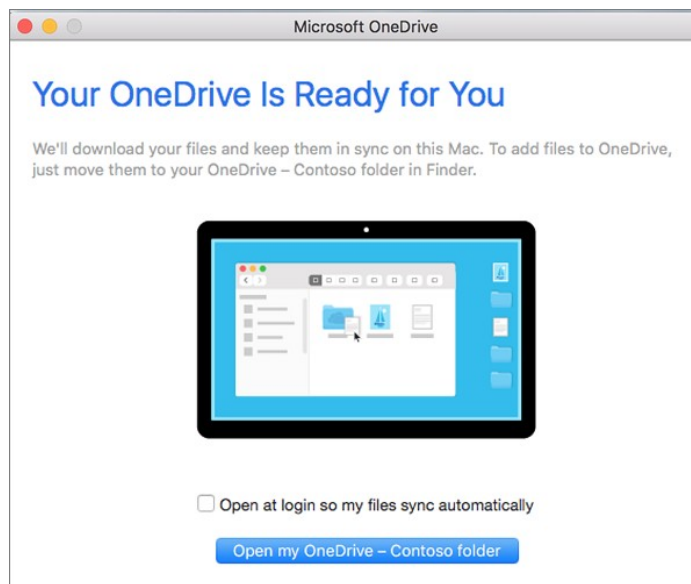
Select a location where you would like to save your OneDrive files and click Choose this location.



When you see the This is your OneDrive folder screen, you'll now see a path to the folder you selected. Click Next to continue.



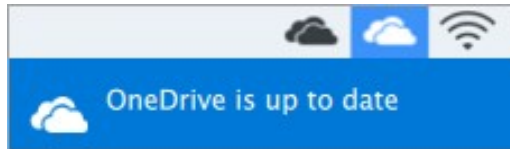
- On the Sync Files from Your OneDrive screen, you can choose the folders you want to sync to your computer, and click Next. This conserves space on your computer, and reduces bandwidth needed for the sync processes.
- When you see Your OneDrive Is Ready for You, the last thing to do is make sure you select Open at login so my files sync automatically. This will ensure that OneDrive runs at login and you always have the most up to date version of all your files.




After you enable OneDrive to open at login, you're done! Click Open your OneDrive folder to see your files sync to your folder.

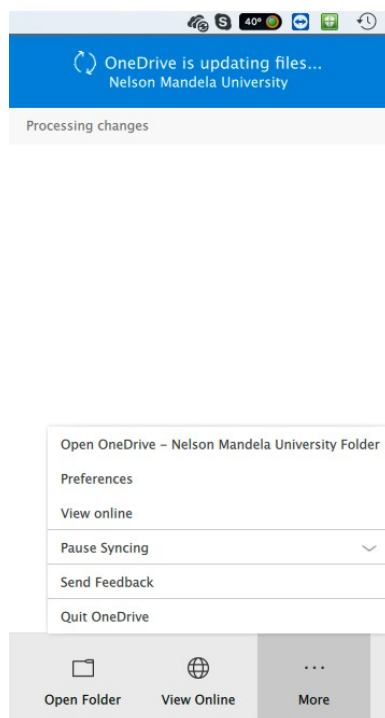
That's it – the setup process is complete.

You can find OneDrive up in your Menu bar. You'll have a cloud icon for every account you've connected to OneDrive. So you'll have one cloud if you're only syncing a work or school account, one cloud if you're syncing only a personal account, or two clouds if you're syncing both.

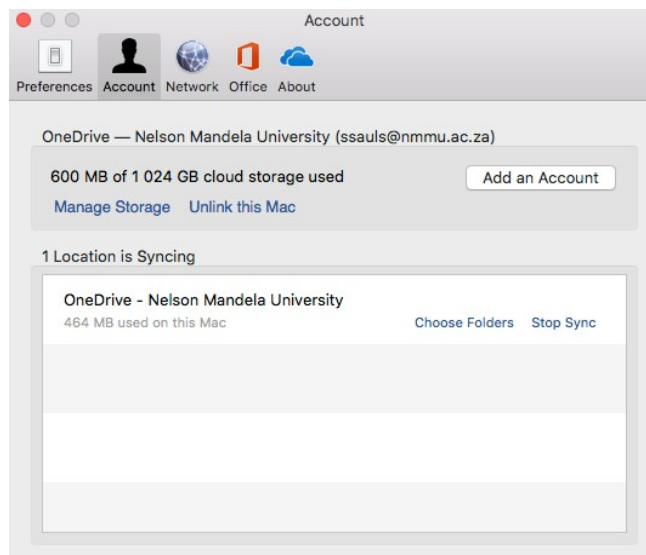


OneDrive preference settings.

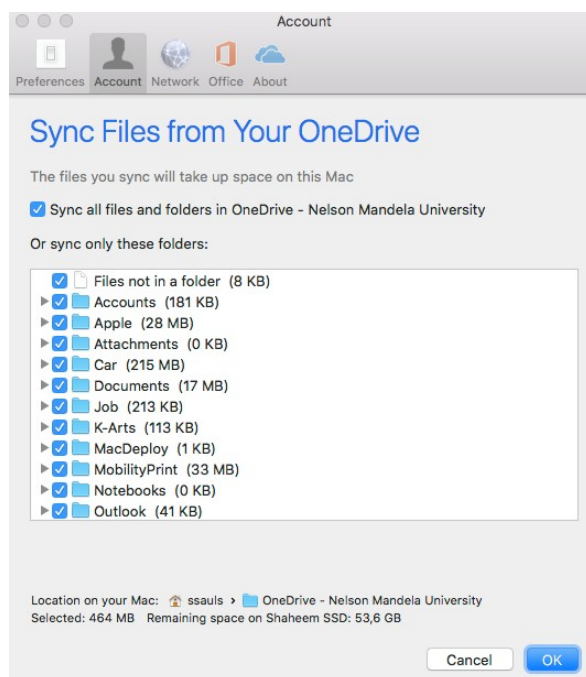
Click on the  to reveal additional options.



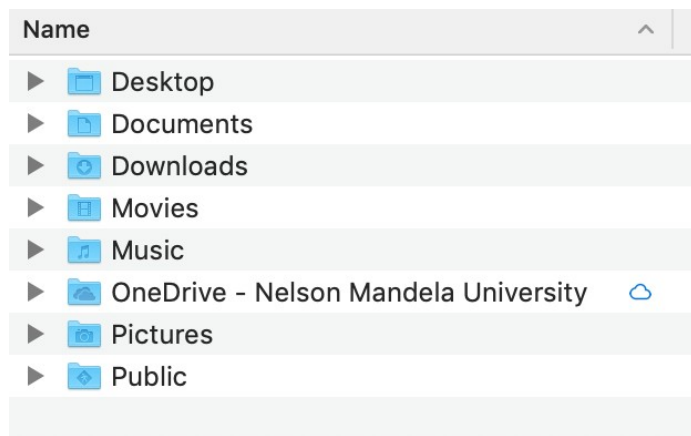
Select Preferences => then Account



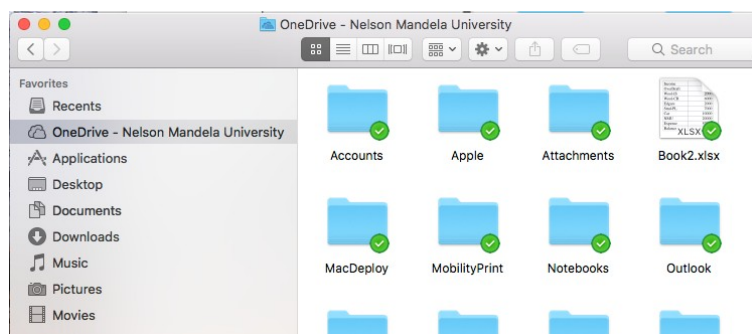
- 1 To change the folders that you're syncing, click Choose Folders for that location, and then choose the folders that you want to sync. To stop syncing a site, click Stop Sync, untick the folder. (Copies of the files remain on your computer. You can delete them if you want.)



You'll also see a folder in Finder called OneDrive – Nelson Mandela University.



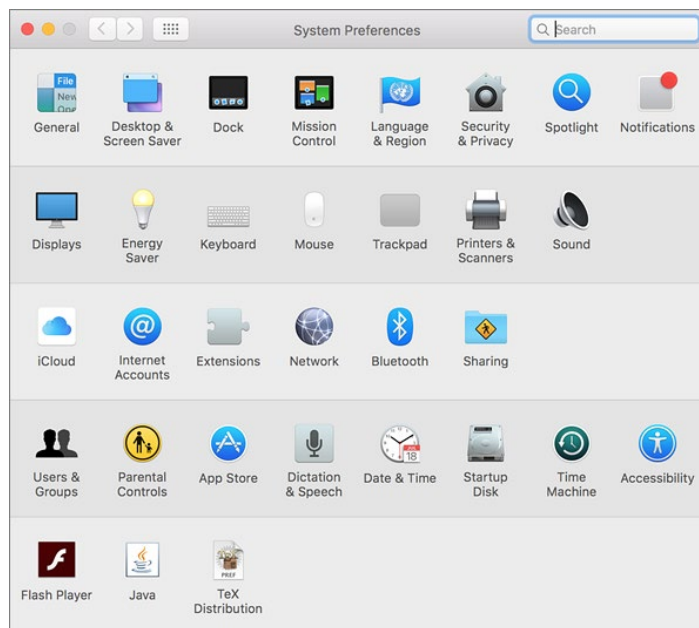
Drag it to the Sidebar for easy access



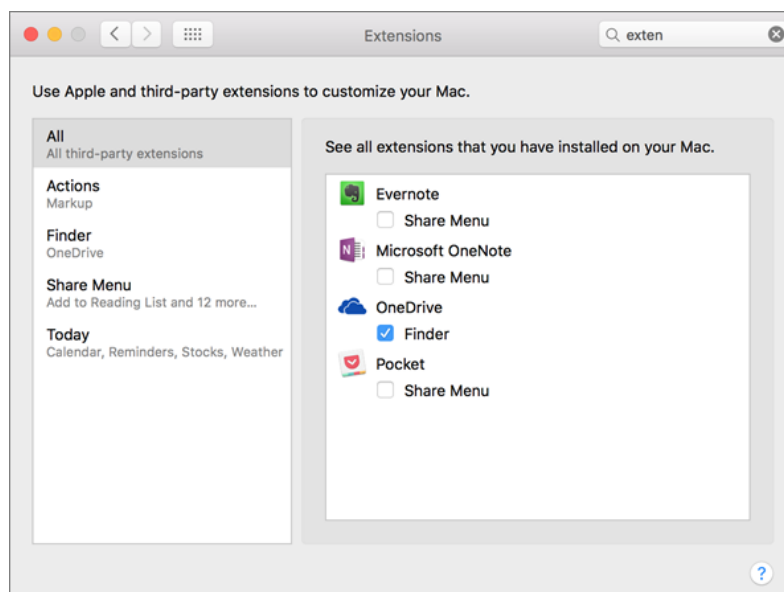
### ***Turn on Finder integration***

If you're on OSX 10.10 or higher, get sync status directly from Finder by enabling Finder overlays in Settings.

First, click the Apple logo in the top left corner of your Mac Desktop and select System Preferences, then select Extensions in the top-level menu (shown in the 3rd row from the top).

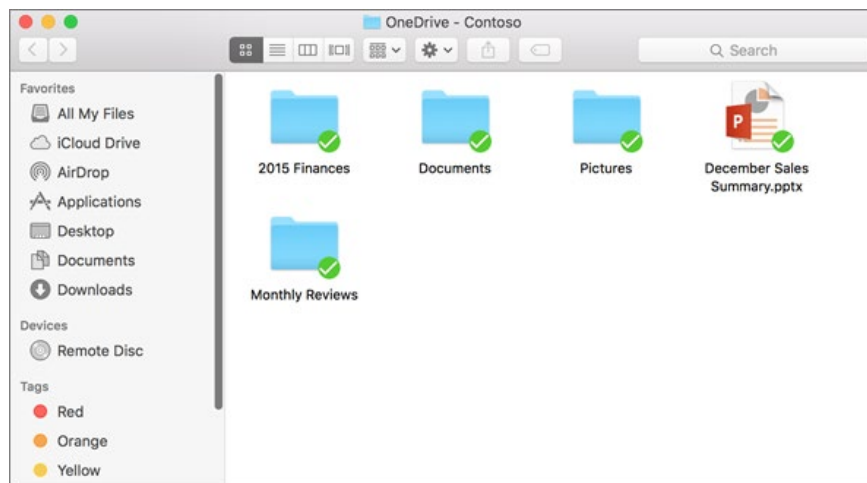


click on the OneDrive Finder Integration to enable Finder overlays.

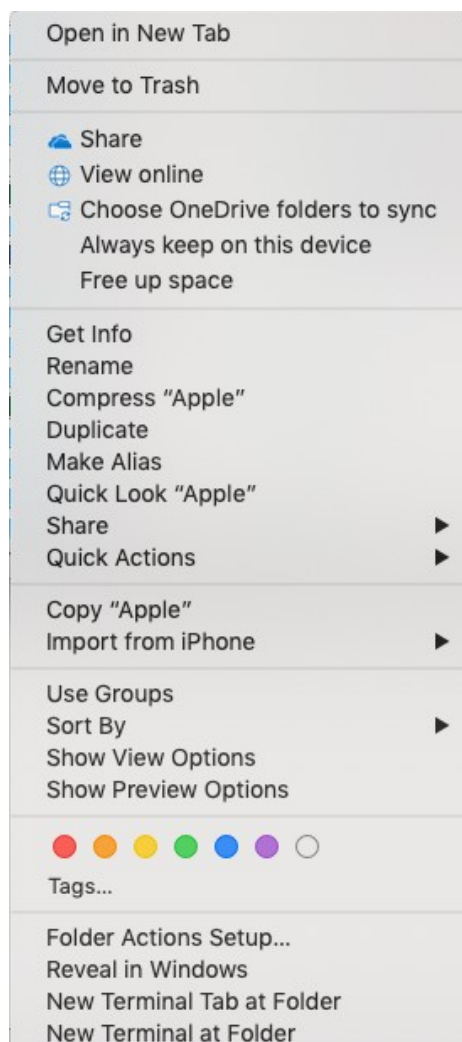


You're all set.

Open up your OneDrive folder in Finder to see overlays on your files and folders.



Right click or hold control key and click on a folder to see more options.





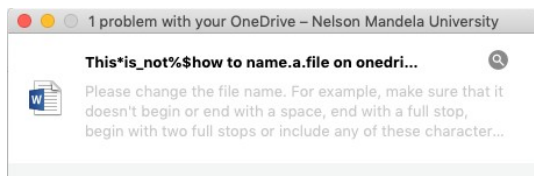
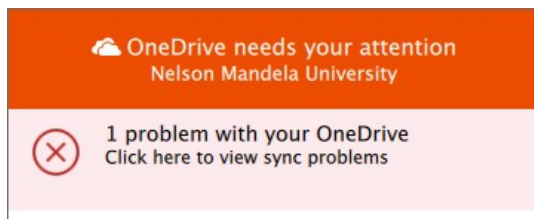
### ***Common Sync Error.***

When naming folders and files, keep it short and avoid

special characters. Wrong - This\*is\_not%\$how to

name.a.file on onedrive.docx

Correct. – This is how to name a file.docx or ThisIsHowToNameAFile.docx



### ***Use OneDrive***

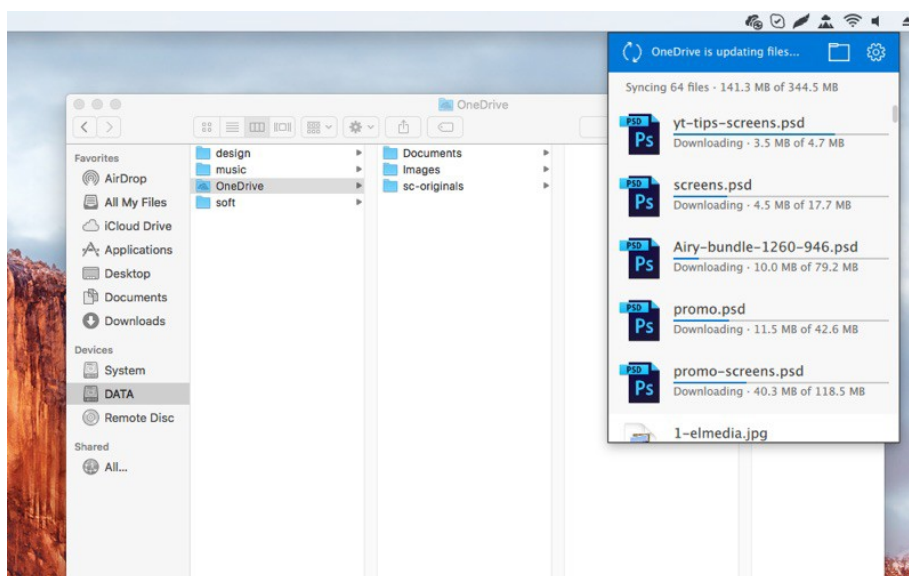
Your OneDrive folder contains three default folders – Documents, Pictures and Public. You can add other folders and change their hierarchy as you wish. Now, if you want to upload any files or folders on OneDrive, simply drag-and-drop them into the folder. This makes them accessible from any computer or device that has OneDrive client installed on it or, alternatively, you can access them via web interface. <https://onedrive.live.com/about/en-za/>

Or via the Staff Portal <http://portal.office.com>



OneDrive for Mac can be used for version control. If you shared documents with your colleagues and collaborated on them, the service allows you to track the changes and who made them – check ‘Version History’ menu option. (Online Only)

OneDrive can be used as your default documents folder and you can automatically sync notes and upload photos from your camera to this cloud service.



If you want to save space on your hard drive, there is an option called Selective Sync. It allows you to choose which folders need to be synced on your computer and on OneDrive.

That's it for now – I do hope these OneDrive tips on Mac help you master the service